

TIP ALLOCATION WORKSHEET

For use of this form, see AR 215-1; proponent agency is OACSIM.

1. PERIOD ENDING:

AUTHORITY: 10 USC 3013

PRINCIPAL PURPOSE: Worksheet used to identify all tips reported by employees.

ROUTINE USES: Used by management to determine total amount of tips received by employees which must be reported to the Internal Revenue Service for employee tax purposes.

DISCLOSURE: Disclosure is mandatory and provides for employee compensation and tax deductions

2. INSTALLATION	3. ACTIVITY NAME	4. TYPE OF SERVICE	5. EMPLOYER I.D. NUMBER
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PART A

6. GROSS SALES				7.	8.	9.	10.				
Cash Sales a	Charge Sale Without Charge Tips b	Charge Sales With Charged Tips (Food & beverage amount only) c	Total (a+b+c) d	8% of Gross Sales (6d x .08)	Total Reported Tips	Tips Reported by Indirectly Tipped Employees	Directly Tipped Employees Share of 8% of Gross Sales (7 - 9)				
11. Employee Name		12. Employee Gross Sales	13. Direct Cash Tips	14. Direct Charged Tips	15. Total Direct Tips (13 + 14)	16. Gross Sales Ratio (12 ÷ 6d)	17. Employee Share of 8% Gross (10 x 16)	18. Employee Shortfall Ratio (18 ÷ 18 Total)	20.	21.	22.

PART B

23. Previous YTD	Gross Sales (Col. 6d) a	Charge Sales With Charged Tips (Col. 6c) b	Charge Tips (Col. 14) c	Total Tips (Col. 8) d	Minor Service Charges Paid Out (Col. 22) e
Current Period					
Year to Date					